

NEW BRITAIN PUBLIC LIBRARY ADMINISTRATIVE REPORT



MAY
2024



NEW BRITAIN PUBLIC LIBRARY

STRATEGIC PLAN 2023 - 2028

GOALS & OBJECTIVES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- a. Increase NBPL usage and the number of card holders.
- b. Provide program offerings geared to community needs (social issues, housing, employment, education, health, technology training).
- c. Meet the community where they are (outreach and promotion of services).

GOAL 2: COMMUNITY

- a. Develop and implement DEI (diversity, equity and inclusion) initiatives for the particular needs of our Staff, Board of Trustees and New Britain population.
- b. Work with Central Connecticut State University (CCSU), the Chamber of Commerce, New Britain Public Schools, and Religious, Civic and Community Partners to develop programs connecting all of us.
- c. Improve and expand programming and interaction with New Britain youth in grades 6-12, and young adults ages 18-24.
- d. Recruit and appoint members to the Board of Trustees who reflect the diversity of the community including young people.
- e. Expand the reach of NBPL services including ways to go to the community rather than have them come to us, via bookmobiles, traveling programs, etc.

GOAL 3: BUILDING: PROVIDE HEALTHY, SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

- a. Work with the New Britain Institute Board of Managers to monitor the NBPL endowment and the use of funds to maintain and improve its buildings.
- b. Continue monitoring and funding building improvements.
- c. Complete fundraising for Phase II of outdoor renovations.
- d. Create a fundraising plan for parking lot entrance renovation.
- e. Explore additional small meeting rooms and a small business center.
- f. Expand space or change location of Local History Room and explore the possibility of re-establishing a New Britain Historical Society.

GOAL 4: OPERATIONS AND FUNDRAISING

- a. Review personnel policies and procedures.
- b. Conduct a Staff climate survey annually in order to promote a positive, creative and inclusive culture.
- c. Review backup and recovery supports for all technological systems; adjust as needed.
- d. Expand training opportunities for Trustees in the areas of DEI, fundraising, library services and programming.
- e. Invite staff to make quarterly presentations on programs and/or services to the Board so members can be better stewards of the NBPL.



NEW BRITAIN PUBLIC LIBRARY STRATEGIC PLAN PROGRESS UPDATE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS



Our Ukulele class was well attended and enjoyed by patrons of all ages! (Goal 1a.)



We attended three community outreach events, including continuing our ongoing partnership with New Life. We participated in Multicultural Day at Pulaski school, where we signed people up for library cards and showcased our multicultural book collections and makerspace. (Goals 1a & 2c.)

We also attended Celebrate New Britain, where we distributed themed buttons, handed out free books, signed up residents for library cards, and made people aware of the services and resources we have available at the library. (Goals 1a & 1c.)



NEW BRITAIN PUBLIC LIBRARY

STRATEGIC PLAN PROGRESS UPDATE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

We expanded our Mobile Library with the Family Enrichment Center, and have discussed possibly starting mobile libraries with the YMCA and the Friendship center during our meetings with each institution. *(Goal 2e.)* We also laid the foundation for a partnership with the New Britain Museum of American Art by discussing future collaborations, including an afterschool program for teens and the Library becoming involved with the Museum's free community days *(Goal 2b.)*

We hosted our first graduate session with CCSU, and will be having another in July focused on their new Graduate degree in social work *(Goal 2b.)*



Elizabeth Swagger was hired as the new Branch Coordinator for our Jefferson Branch. In this role, she will work to increase the community usage of the branch and we have already made progress in terms of allocating additional staff resources to the branch, which will enable us to meet the community where they are and engage in outreach. We currently have an opening for a full time Library Assistant position for the branch and increasing the programming budget to enable year round programming at the branch (branch programming has historically mainly taken place as a part of the summer reading program.) *(Goals 1a, 1b & 1c.)*

The second grade studies community helpers, and the classes from Smalley Elementary asked to visit the library. The students received library cards and were able to check out books after listening to a story and learning about what the Children's Department has to offer. *(Goals 1a & 2b.)*

The Library's DEI Team was formed and is currently planning its initial staff training opportunities for August. Two training sessions on implicit bias will be offered by local experts SEET (System for Education Equity & Transition) Consultants. *(Goal 2a.)*



Fun with Dog Man and Cat Kid: to celebrate the release of *The Scarlet Shedder*, the new graphic novel in the Dog Man series. *(Goal 1a.)*



NEW BRITAIN PUBLIC LIBRARY

STRATEGIC PLAN PROGRESS UPDATE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

We initiated our promotional visits for the Summer Reading Challenge to the elementary schools. There was interest at the administrative level of the school system in seeing what the public library was offering to encourage children to continue, and build on, the progress made with the new reading program that was implemented in the schools this academic year. We are also in talks with the school district to finalize the plans of bringing back the third grade visits to the library this fall. *(Goals 1a, 1b & 2b.)*



We continued our efforts to get out into the community and promote library services for teens. Jarvis Tate, Library Assistant I and Danielle Berube, Assistant Head of Adult Services, attended New Britain High School's Academies Career Fair. This contributed to meeting *goals 1c, 2b & a 2c*. We were able to provide the teens a chance to check out a selection of the career books we have available.

We also continued to provide service to the teens who frequent the Pathways/Senderos afterschool program. With this month's visits, we were able to introduce the teens to STEAM concepts, with the use of littleBits. They had a blast snapping together different components and learning about electronics. *(Goals 1c, 2b & 2c.)*



GOAL 4: OPERATIONS AND FUNDRAISING

The Library's Policy Review Team are finalizing updates to the Unattended Children Policy and the Meeting Room Policy, which will be presented for approval by the Library Board at the August meeting. *(Goal 4a.)*



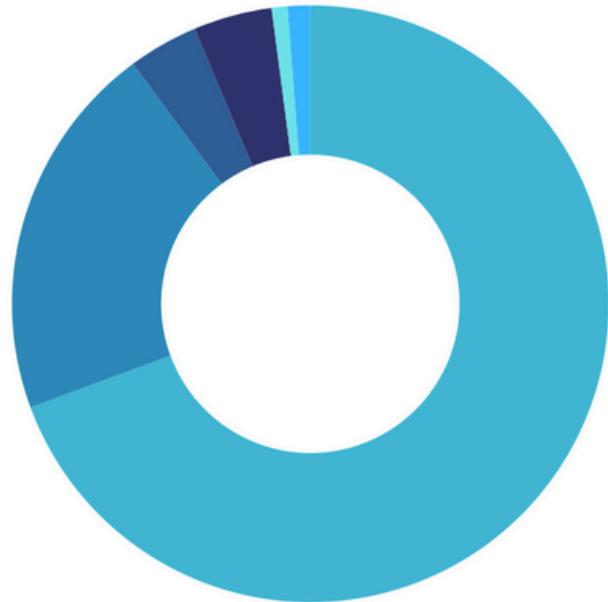


TECHNICAL SERVICES DEPT.

This month, we added 834 items:

568 books, 168 magazines, 31 DVDs & Blu-rays, 35 audiobooks, 7 CDs, and 10 video games

■ Books
 ■ Magazines
 ■ DVDs & Blu-rays
■ Audiobooks
 ■ CDs
 ■ Video Games



We worked with our support team at LCI to add cataloging functionality for Homosaurus, an international subject heading database. We can use this to increase visibility and inclusiveness (Goal 2A), by enhancing relevant bibliographic records with LGBTQ+ terms.



This month, we collaborated with...

Adult Services

To help cover a temporary leave, we offered support with compiling monthly statistics, short-term materials selection, and coverage at the Information Desk

Children's Services

We offered a training to Children's staff on how to best utilize Sierra's weeding tools

The Hive Makerspace

Library Technical Assistant Janet Picano designed and led a beading program, teaching both patrons and Hive staff to make intricate ornament covers





TECHNICAL SERVICES DEPT.

The Technical Services office underwent a much needed spring cleaning, with Administration coordinating the removal of old furniture and clutter. By repurposing furniture, we now have a dedicated meeting space and a more ergonomic processing area. And thanks to Library Assistant Crystal for beautifying our department for the summer!



Before...



After...





TECHNICAL SERVICES DEPT.

834 New items added to the collection

356 Outdated/damaged/low circulating items removed

529 Bibliographic records created/enhanced/exported

60 Items repaired and returned to circulation

49 Orders placed and managed



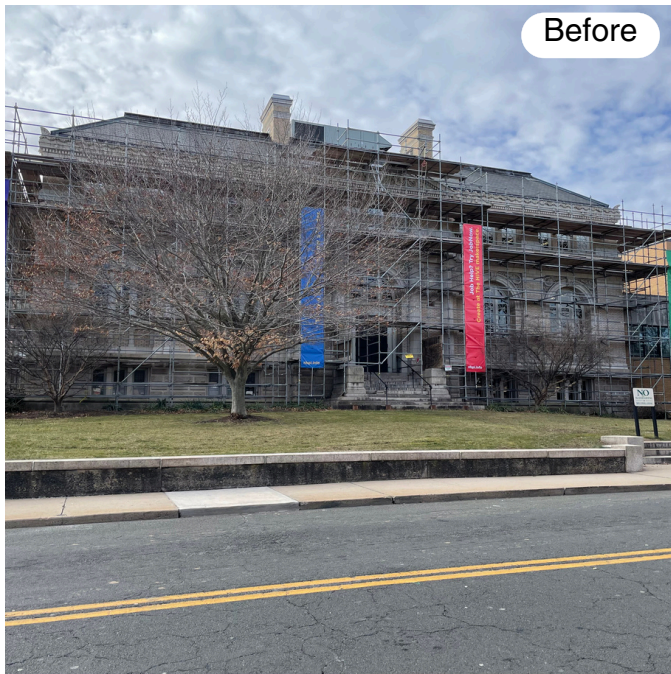
We are almost finished with the DVD relabeling project! We have added season number stickers to the TV series DVDs, which will improve organization and discoverability (Goal 1A). Staff also cleaned up item records as they went through the thousands of DVDs and Blu-rays on the shelf.



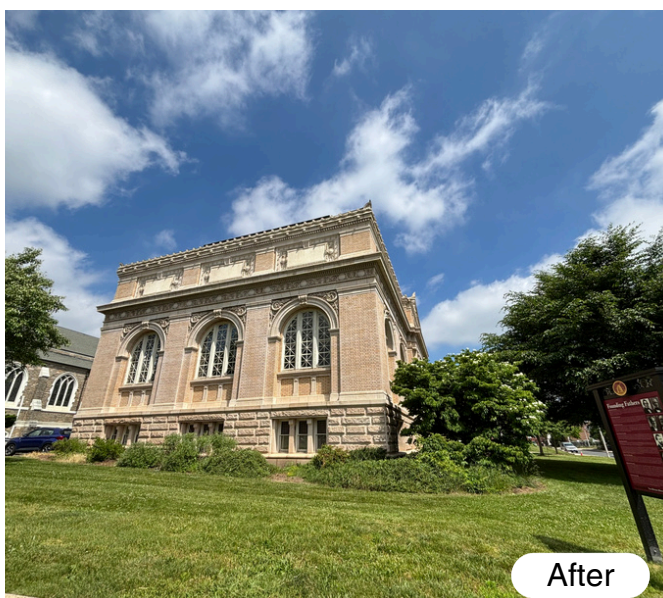
BUILDING & MAINTENANCE DEPT.

GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

COMPLETED



Phase 1 of the Exterior Renovation to the Erwin Wing has been completed, and the scaffolding has been removed. The banners have been placed in storage for future usage.



Before



After



The renovation of both first floor display cases has been completed.

IN PROGRESS

- *Erwin Wing Roof Replacement*
- *Study Rooms in the Cooper Wing*
- *Seasonal Carpet Cleaning*
- *Re-mulching & Weeding of Flowerbeds*
- *Cooper Wing Partial Roof Replacement*

